



**REQUEST FOR SEALED PROPOSAL
3 REEL TURRET TRAILER
FEBRUARY 8, 2016**

Sealed proposals will be received until **2:00 p.m. on Wednesday, February 24, 2016**, by the City of Martinsville Electric Department to contract with a firm for the purchase of one (1) each 3 Reel Turret Trailer. Proposals will be received in the office of the Purchasing Manager, Karen Mays, City Central Warehouse, 990 Fishel Street, in Martinsville, Va. 24112-3248. Proposals may be mailed, hand delivered or sent by UPS or FedEx to the 990 Fishel Street address. Proposals also may be mailed to the City of Martinsville Purchasing Department, P. O. Box 1112, Martinsville, Va. 24114-1112. Place "3 Reel Turret Trailer" and the proposal due date on the lower left hand corner of the envelope. Faxes and emails are not acceptable. There will not be a formal opening. Proposals will be evaluated using selection criteria.

General Specifications:

This Reel Trailer should have the following minimum specifications:

- 3 Reel
- Turret Trailer
- Reel Size - minimum 72" x 60"
- Brakes – Electric w/Safety Breakaway Kit
- Reel Shaft Diameter - Min. 2.5" OD with centering collars
- Trailer Electrical Plug – 7 pin Heavy Duty
- Minimum Weight per Reel should be 5000 lbs.
- Hydraulic Retrievers (Winders) min. of 2750 ft. lbs.
- Hydraulic Lines with quick front connects should be run to the front of the trailer.
- LED Lighting
- 16" Disc Over Spin Brakes
- Color White
- Wheel Chocks and Holders

Quote F.O.B. Martinsville, Va. Freight prepaid and Allowed (24112). The City will take ownership of this trailer once it is unloaded on our shipping dock. Do not quote F.O.B. Shipping Point.

The City of Martinsville will evaluate each proposal with the following Selection Criteria:

1. Ability to meet the General Specifications. Attach a detailed brochure and/or specification sheet.
2. Warranty; please attach warranty information.
3. Delivery Schedule.
4. Payment Terms.
5. Ability to ship F.O.B. Martinsville, Va. Freight prepaid and allowed, as stated at bottom of page 1.
6. Price/s.

The minimum specifications in this proposal is deemed to convey the general style, type, character, and quality of the vehicle desired.

Vendors are encouraged to quote more than one proposal. Include detailed information and specifications.

For more information please contact Karen Mays, Purchasing Manager, by email at kmays@ci.martinsville.va.us or Robin Legus, Senior Buyer at rlegus@ci.martinsville.va.us Your inquiry will be forwarded, answered and then sent back to you. The City will determine if an addendum is required.

The City of Martinsville reserves the right to accept or reject any and all proposals, to waive any informality and to award this proposal as determined to be in the best interest of the City. The City does reserve the right to negotiate with one or all firms.

REFERENCES:

Proposal shall provide a list of at least 3 references where equipment has been sold. Each reference shall include the name of the organization, the name of the contact person, the email address and telephone number.

ORGANIZATION NAME/ CONTACT PERSON/ EMAIL ADDRESS/ TELEPHONE

1. _____

2. _____

3. _____

**City of Martinsville
Signature Sheet
3 Reel Turret Trailer**

My signature certifies that the proposal as submitted complies with the General Specifications as set forth in this Request for Proposal.

My signature further certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I understand collusion is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to this proposal by all conditions of the proposal and certify that I am authorizing to sign this proposal.

To receive consideration for award, this signature sheet must be returned to the Purchasing Department as it shall be a part of your response.

If there are any parts of the terms and conditions that your company cannot meet, please indicate which ones on an attached page.

Company Name: _____

Address: _____

Signature: _____

Name (type or print) _____

Official Title: _____

Federal Tax ID Number: _____

Date: _____ **Telephone Number:** _____

Email Address _____

PROPOSAL ACCEPTANCE PERIOD

Any proposal in response to this solicitation shall be valid for (30) days. At the end of the (30) days, the proposal may be withdrawn at the written request of the proposer. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

PIGGY BACK CLAUSE

According to the State of Virginia Public Procurement Act, any other state, local or government agency may use this bid as a basis for procuring such items.

FUNDS

The purchase of this trailer is contingent upon funds being available.

INFORMATION

Information concerning proposals will not be released until a decision has been made.

INCURRING COSTS

The City of Martinsville is not liable for any costs incurred by contractors prior to issuance of a contract/purchase order.

TAX EXEMPT

The City of Martinsville is tax exempt and a tax exempt form will be issued to the successful vendor.

PROPOSAL FORM

**TO: CITY OF MARTINSVILLE
MARTINSVILLE, VIRGINIA**

The undersigned has carefully examined the General Specifications and hereby declares to furnish the following item in the manner prescribed in the specifications, for the following price:

TOTAL COST

3 Reel Turret Trailer, as described \$ _____

Quote the Option of Galvanized Finish \$ _____

Promised Delivery Date: _____

Vendor Name

Mailing Address

By _____
Signature & Title

Date

Phone & Fax Numbers

Email Address

Detailed Brochure/Specifications/Warranty Attached? _____